

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
CONTRACTS MANAGEMENT BRANCH**

FISCAL YEAR 2001-02 CONTRACT PROCEDURES

COUNTY CONTRACT PROCEDURES

July 2, 2001*	Budget is signed.
August 1, 2001*	Counties <u>MUST</u> have DMC providers' contracts in place 30 days following the enactment of the annual Budget Act.
August 15, 2001*	Budget Act allocation and contract amendment diskettes with fiscal detail format are mailed to counties.
October 15, 2001	Budget Act contract amendment proposals due to ADP.
October 15- December 31, 2001*	ADP reviews, negotiates, and approves amendments. Contract packets to the counties.
October 31, 2001	If a county has not submitted an amendment by this date, ADP will notify ADP Accounting Unit to stop county NNA payment.
January 2, 2002	ADP begins revision of the contract boilerplate.
January 10, 2002	Governor's Budget (preliminary) is released.
March 1, 2002*	ADP releases the preliminary allocation.
March 1, 2002*	ADP surveys counties as to their intent to contract for Drug Medi-Cal (DMC) services and to identify which certified DMC providers will be contracting with ADP.
April 16, 2002*	ADP sends contracts to counties.
May-June, 2002	Counties have approximately two months to approve contracts.
June 15, 2002*	Board of Supervisors- (BOS) or designee-approved contracts are due to ADP.
June 18, 2002	ADP acts on contingency plan to develop direct contracts with providers in counties that have not returned their contracts.

*Approximate dates in the process.

FINAL BUDGET AMENDMENT

March 15, 2002	ADP sends Final Amendment budget diskettes to counties.
April 1, 2002	Counties report unspent SGF to ADP.
April 10, 2002*	Final allocation released.
May 1, 2002*	Final contract amendments are due to ADP.
May 1 - June 1, 2002*	ADP reviews, negotiates, and approves amendments. Contract packets to counties.
June 30, 2002*	BOS-approved final contract amendments are due to ADP.

*Approximate dates in the process.

DIRECT PROVIDER CONTRACT PROCEDURES

July 1, 2001*	Budget is signed.
July 1, 2001	Contracts with DMC certified providers in place.
March 1, 2002*	ADP surveys counties as to their intent to contract for DMC services and to identify which certified DMC providers will be contracting directly with ADP.
March 1-15, 2002*	ADP generates provider's Letter of Intent and initiates creation of budget diskette.
March 15- May 15, 2002*	ADP sends Letter of Intent, budget diskettes, and contract boilerplate to certified providers in the county. Providers submit fiscal detail/budget summary to ADP. ADP reviews, negotiates, and approves proposals. ADP sends contract packets to providers.
June 18, 2002*	Approved contracts are due to ADP.

*Approximate dates in the process.